



Commonwealth of Kentucky  
Finance and Administration Cabinet

**OFFICE OF ADMINISTRATIVE SERVICES**

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**Steven L. Beshear**  
Governor

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Secretary

**Troy Robinson**  
Executive Director

MEMORANDUM

To: Cabinet Secretaries  
Agency Heads  
Constitutional Officers

FROM: Troy Robinson

DATE: April 17, 2013

SUBJECT: 2013 Vehicle Inventory and Permanently Assigned Vehicle Requests

Per 200 KAR 40:020, the Finance and Administration Cabinet, Office of Administrative Services, and the Division of Fleet Management (DFM) are charged with the responsibility of maintaining and monitoring all permanently assigned vehicles (PAVs) and inventory of Fleet Management owned and/or maintained vehicles. To assist agencies with these tasks, and since these processes deal much with the same inventory and drivers, it is more efficient to conduct them simultaneously. The inventory/request process will begin on April 24, 2013; all inventory data must be completed and returned no later than the close of business on May 17, 2013. Requests for permanently assigned vehicles must also be received by May 17, 2013.

Two spreadsheets will be provided to agencies:

- Spreadsheet #1: To be used by agencies that utilize vehicles owned by the Division of Fleet Management and assigned to agencies. This spreadsheet will be pre-populated with the data of your assigned vehicles; if the vehicle is permanently assigned additional data will also be provided.
- Spreadsheet #2: To be used by agencies that utilize vehicles owned by the agency. This spreadsheet will be pre-populated with data based upon Finance and Administration's current record of request from the agency for permanently assigned vehicles.

For PAVs, some agencies will complete both spreadsheets based upon the compliment of their fleet. Please make any additions or deletions necessary to the data as pre-populated to accurately reflect your current fleet status.

For inventory, if you have new vehicles waiting to be picked up, please contact Trudi Johnson at 502-564-4090 or [Trudi.Johnson@ky.gov](mailto:Trudi.Johnson@ky.gov). It is imperative the information submitted is accurate; use the current odometer mileage on the day the vehicle is inventoried. Please ensure all information required is complete and accurate, this information is used for the monthly billing for the DFM.

Permanently Assigned Vehicle criteria and other information may be found in the Agency Guide for the Commonwealth's Vehicles on the Fleet Management website <http://finance.ky.gov/services/fleet/Pages/FleetGuidanceandRates.aspx>. Please review the requirements to qualify for the permanent assignment of a vehicle beginning on page 10 as some employees may no longer meet the criteria necessary for the assignment request.

For PAVs not managed by the DFM, please provide actual miles driven for FY12 from your agency's operating system. For all vehicles, mileage should be segregated into official business miles and commuting miles for reporting purposes as per the spreadsheet. Please complete all information requested on the applicable spreadsheet(s) for each vehicle; complete and consistent information adds significant value to data. If there are business circumstances that have changed the use of a vehicle, please state the change in the additional information you provide in the justification.

The data populated spreadsheets will be sent to your designated agency contacts prior to the beginning of the inventory period. If you have inventory questions please contact Chuck Hill at [Charles.Hill@ky.gov](mailto:Charles.Hill@ky.gov) or 502-564-4090. If you have questions regarding PAV assignment, contact Becky Joyce at [Becky.Joyce@ky.gov](mailto:Becky.Joyce@ky.gov) or 502-564-8644.